

# Apology Email

**Subject:** I'm Really Sorry

Hey Hardik Bharda,

I hope you're doing well. I've been thinking a lot about what happened recently, and I just wanted to reach out to apologize. I realize I may have hurt or upset you, and I deeply regret that. It was never my intention to make you feel bad, and I understand how my actions or words may have caused you pain.

I value our friendship so much, and I never want to take that for granted. Please know that I'm truly sorry, and I'm committed to making things right. If you're open to it, I'd love to talk and clear the air when you're ready.

Again, I'm really sorry for any hurt I caused. I hope we can move past this and continue to support each other.

Take care, and I'm here if you want to talk.

Warmly,

Jay Vaghela

# Thank you Email After an Interview

**Subject:** Thank You - Interview for UI/UX Designer

Dear Hardik sir

Thank you for taking the time to interview me for the UI/UX Designer position today. I enjoyed learning more about Excep Teconology and the team. I worked on was a redesign of an ecommerce website for a small boutique brand. The client wanted to enhance user experience and increase conversions by simplifying the checkout process.

I am very enthusiastic about the opportunity and believe my skills and experience would be a great fit for the role.

Thank you again for your consideration.

Sincerely,

Jay Vaghela

# Friendly Reminder Email

**Subject:** Friendly Reminder

Hi Jordan,

I hope you're doing well! This is just a friendly reminder that Invoice #1023 for the amount of 1,250.00 is due on Thursday, April 18.

For your convenience, here's the payment link again:

<https://yourpaymentlink.com//invoice1023>

If you've already processed the payment, please disregard this message. Let me know if you have any questions or need a copy of the invoice.

Thanks so much!

Best,

Taylor Morgan

Accounts Manager

# Quotation Email

**Subject:** Quotation for Web Design Services

Dear Mr. Khan,

Thank you for reaching out to us regarding your website design needs. Please find below our quotation for the requested services:

**Quotation Details:**

**Service:** Custom Website Design (5 Pages)

**Quantity:** 1 Project

**Unit Price:** \$500.00

**Total Amount:** \$500.00

**Validity:** Quotation valid until May 15, 2025

**Delivery Time:** 10 business days after project kickoff

**Payment Terms:** 50% advance, 50% upon completion

**Additional Notes:** Price includes responsive design, SEO setup, and 2 rounds of revision

Please let me know if you'd like to move forward, or if you need any changes to the scope or features.

Best regards,  
Ayesha shah  
Sales Manager  
BrightCode Solutions

# Resignation Email

**Subject:** Resignation – Bhumi Patel

Dear Mr. Kapoor,

I hope you're doing well. I'm writing to formally resign from my position as Marketing Associate at Creative Minds Agency, effective Friday, April 25, 2025.

This wasn't an easy decision, as my time here has been both professionally and personally rewarding. I'm grateful for the opportunities to grow, especially working on the brand campaign last year and learning under your mentorship.

I'll do everything I can during the next two weeks to ensure a smooth handover, including completing my current projects and helping with the transition process.

Thank you once again for your support and guidance. I truly value the time I spent here and hope we can stay in touch.

Best regards,  
Bhumi Patel  
+91-9876543210